

Policy and Compliance Administration

Date (Month Day, Year)

Mr. Vee Hickle
100 District Avenue NW
Washington, D.C. 20001

Re: **Proposed Suspension (9 Days)**

Dear Mr. Hickle:

As discussed today, DDOT is proposing to suspend you without pay for nine days. Following further review, if this determination is made final, you will be suspended August 10 through August 20, 2015.

Disciplinary Cause. This action is being proposed for the following reasons:

1. On July 2, 2015, you assaulted your co-worker, Mr. Marsh Mellow, by approaching him in a menacing manner and suggesting you were armed with a dangerous weapon, in violation of D.C. Code § 22-404. **(On-duty conduct that is a violation of law, 6B DCMR § 1605.4(a)(3)).**

Proposed Action: **Suspension for 9 days**

Evidence supporting these charges can be found in the enclosed attachments to this notice.

As a government employee, you hold a position of public trust. Moreover, as a traffic conductor, you are specifically charged with maintaining ~~the~~ peace and order. As explained in the attached Proposing Official Rationale Worksheet, based on the conduct outlined above and consideration of the relevant *Douglas* factors, DDOT is proposing to suspend you from your position. DDOT is compelled to propose this corrective action because your intentional actions undermine the agency's integrity.

Review Process. You have the right to challenge this proposed action and may secure an attorney or other representative, at your own expense. You are encouraged to fully review the accompanying materials supporting this proposed action.

You, or your representative, have the right to submit a written response to [Deciding Official]. With any response, you are encouraged to include affidavits or other documents that you would like considered. Any written response must be received within five (5) workdays from the date noted on the certificate of service.

Based on this proposed action notice, supporting documentation and any materials you provide, the [Deciding Official] will issue you a final determination.

Discipline (2020 Update)

Sincerely,

By:

.....
SUPERVISING OFFICIAL
Proposing Official

CERTIFICATE OF SERVICE

On [Date], a copy of this notice of proposed suspension, along with supporting materials was sent to:

[Employee Name]

[Address]

[State City Zip]

[By Hand Delivery] [OR USPS Certified No. ###] [OR FedEx Next Day No. ###]

By:

.....
SUPERVISING OFFICIAL

Proposing Official

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ATTACHMENTS

<u>No.</u>	<u>Date</u>	<u>Title</u>
1	April 2, 2007	SF-50, Initial Appointment
2	N.D.	Position Description
3	October 23, 2014	Supervisor's Incident Report
4	October 25, 2014	Statement by Ms. Resident
5	October 28, 2014	Statement by Mr. Mellow
6	October 28, 2014	Statement by Co-Worker1
7	October 28, 2014	Statement by Co-Worker2
8	November 5, 2014	Rationale Worksheet (Charge 1)